State of Wisconsin
Governor Jim Doyle

TO: **Economic Support Supervisors**
        Economic Support Lead Workers
        Training Staff
        Child Care Coordinators
        W-2 Agencies
        Workforce Development Boards
        Job Center Leads and Managers

FROM: Amy Mendel-Clemens
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        Bureau of Eligibility Management
        Division of Health Care Financing

BEM/DWS OPERATIONS MEMO

No: 05-14

DATE: 04/12/2005

FS	☐	MA	☐	SC	☐
CTS	☐	CC	☐	W-2	☒
FSET	☐	EA	☐	CF	☐
JAL	☐	JC	☐	RAP	☐
WIA	☐	Other EP	☐★		

PRIORITY: HIGH

SUBJECT: **Changes To CARES Work Program Barrier Screens**

CROSS REFERENCE: Operations Memo 04-62

EFFECTIVE DATE: April 22, 2005

PURPOSE

The purpose of this memo is to provide information about the new CARES Work Programs Barriers Summary screen, WPBS. Minor enhancements to screen WPBD are described as well.

BACKGROUND

The CARES Work Programs Barrier Detail screen, WPBD, allows users to record detailed information about participants' barriers to employment. A new screen, WPBS, will be added to CARES which will provide a summary of all barriers recorded on WPBD for a participant. Workers will be able to select a barrier from WPBS and directly access the barrier details on WPBD.

SCREEN WPBS

WPBS presents barriers that have been entered on WPBD in a listing format. Open barriers will be listed first, sorted by begin date of the barrier in descending order (i.e., most recent first). Closed barriers are then listed, sorted by the barrier begin date, again in descending order.

Workers can TRAN to WPBS by entering the PIN number in the PARMS field. If an individual has no barriers posted on WPBD, either open or closed, the following error message will display when attempting to access WPBS: 701 - NO DATA FOUND FOR TRAN/PARMS ENTERED.

Below is a screen shot of the new WPBS:

```
WPBS                        BARRIERS SUMMARY                    02/10/05 10:10
                                                               XCT788 K CLOUGH
PIN:  7001579921
NAME: KID                 YEARS
LAST ASSESSMENT UPDATE: 01 28 2005

  BARR   SUB    INDIV     BARRIER      BARRIER     END   OFFICE  CASE MGR
   CD    TYPE   AFFECTED  BEGIN DT     END DT      RSN

_  MH    DP     FAM MEM   01 26 2005                     1575    XCTS48
_  PB           CLIENT    01 23 2005                     1575    XCTS48
_  OM           FAM MEM   01 11 2005                     1576    PWR993
_  AO           CLIENT    01 01 2005
_  LD           CLIENT    11 19 2004
_  CL           CLIENT    11 01 2004
_  PL    CT     CLIENT    08 01 2004                     1576    XCT788
_  MH    PH     CLIENT    12 01 2003                     1576    PWR993
_  MH    AP     CLIENT    01 01 2003
_  MH    BI     FAM MEM   01 01 2005   02 01 2005   DI   1576    PWR993
_  RT           FAM MEM   01 26 2005   01 26 2005   ZZ   1575    XCTS48
_  PB           FAM MEM   01 20 2005   01 21 2005   RS
                                                             PAGE:    1
NEXT TRAN: _____    PARMS: 7001579921_____ MORE...
```

Only the most current information for a barrier from WPBD will be listed on WPBS. As identified in the screen shot above, the following data will be displayed for each barrier:

BARR CD – Barrier Code
SUB TYPE – Barrier Sub-type Code (if appropriate)
INDV AFFECTED – Individual affected, either Client or Family Member
BARRIER BEGIN DT – Barrier Begin Date
BARRIER END DT – Barrier End Date
END RSN – End Reason Code (for closed barriers)
OFFICE – Office number (office of the PIN when the barrier was first posted on WPBD)
CASE MGR – Work Programs case manager (as assigned on WPWI when the barrier was first posted).

A Worker can select a given row by entering <X> or <S> in the selection field. The worker can then access the WPBD screen for the selected row by pressing the Enter key. Once the WPBD screen is accessed, workers can view the history for a given barrier by using the PF7 and PF8 keys to navigate through the historical views. This is the same as accessing the barrier by going to WPBD directly with the barrier code in the PARMS.

Barriers that were posted prior to the implementation of this new screen, will display on WPBS with spaces for the case manager ID and office number. This is because prior to these changes, the assigned case manager and the office number of the participant were not captured for the barrier at the time the barrier was posted. If, after implementation, the barrier is updated on WPBD, then the case manager ID and office number fields will be updated on WPBS to reflect the current values for these two fields at the time the update was made.

For barriers posted after the implementation date, the office number on WPBS will be the office number in which the participant was open at the time the barrier was posted and the case manager ID will be the case manager assigned on WPWI at the time the barrier was posted.

WPBS Security: Since WPBS serves as the summary listing screen for WPBD, WPBS will have the same security restrictions as WPBD. Both query and update access to WPBD is restricted to workers assigned to the office of the participant and WPBS will enforce the same restriction. Although query access to WP screens is generally granted statewide, WPBD and WPBS are the exception in that they restrict access at the office level.

ENHANCEMENTS TO WPBD

Formal Assessment Information
The formal assessment information section at the bottom of WPBD has been modified to allow workers to indicate that either a referral for a formal assessment has been made or that a formal assessment was completed in the past, thus making a referral unnecessary. Prior to this change, workers could not enter referral information without also indicating whether the assessment was completed.

Workers can now respond to the question: "REFERRED FOR FORMAL ASSESSMENT FOR THIS BARRIER: _ (Y/N)" with a "Y" and enter a referral date without also having to enter assessment completed information. Conversely, if an assessment was previously completed, workers can respond with a "Y" to the question "FORMAL ASSESSMENT COMPLETED FOR THIS BARRIER: _ (Y/N)" and enter the date it was completed, without having to answer the assessment referral question.

New PF Key
A new PF key (PF16) has been added to WPBD which will allow workers to directly access WPBS when the PF16 key is pressed.

PARMS Entries
As explained in Operations Memo 04-62, the Physical Limitation (PL) barrier and the Mental Health (MH) barrier now require the entry of a barrier sub-type in the Sub-type field. The PARMS to access WPBD have now been modified to allow workers to directly access a particular barrier/barrier sub-type combination. Prior to this change, if more than one barrier sub-type was posted for either barrier, workers would have to page through all of the screens for a given barrier to get to the desired barrier/sub-type combination. By adding the sub-type code to the PARMS, workers can directly access the desired barrier/sub-type combination. The new PARMS to access the barrier/sub-type is: PIN/Barrier code//sub-code.

Below is a screen shot of WPBD with the new formal assessment section, the new PF16 key added, and the sub-type code added to the PARMS:

```
WPBD                  ASSESSMENT - BARRIER DETAILS              02/10/05 10:07
                                                               XCT788 K CLOUGH
PIN: 7001579921   OFFICE: 1576   CTY/TRIBE: 40   CASE MANAGER: XCT788
NAME: YEARS        KID
LAST ASSESSMENT UPDATE: 01 28 2005              UPDATED DATE: 02 10 2005
DC: _   BARRIER: PL   SUB-TYPE: CT  INDV AFFECTED: C (C- CLIENT  F- FAMILY MEM)
BARRIER BEGIN DATE: 08 01 2004 BARRIER END DATE: __ __ ____   END RSN CD: __
COULD BARRIER AFFECT HOURS OF PARTICIPATION?: Y (Y/N)     WEB INITIATED: N
HOW SOON CAN BARRIER BE OVERCOME?:
   _ < 1 MONTH    _ 1-3 MONTHS    _ 4-6 MONTHS    X > 6 MONTHS

WHO IDENTIFIED BARRIER?: _____
ARE SPECIAL ACCOMMODATIONS NEEDED BASED ON BARRIERS? N (Y/N)
SPECIFY THE ACCOMMODATIONS THAT THE AGENCY WILL ARRANGE: _____
_____
_____
_____
FORMAL ASSESSMENT INFORMATION:
REFERRED FOR FORMAL ASSESSMENT FOR THIS BARRIER: _ (Y/N) REFERRAL DATE  : __ __ ____
FORMAL ASSESSMENT COMPLETED FOR THIS BARRIER: _ (Y/N)    COMPLETION DATE: __ __ ____
ASSESSMENT COMPLETED BY: _____
PF13 WPED  PF14 WPAW   PF15 WPJR   PF16 WPBS   PF5 ADD MORE BARRIERS
NEXT TRAN: _____      PARMS: 7001579921/PL//CT_____
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CONTACTS

BHCE CARES Information & Problem Resolution Center

★Program Categories – FS – FoodShare, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – Food Stamp Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, Other EP – Other Employment Programs.

DWD/DWS/BWP/AOS/KC
DWD/DWS/BW-2/HH